

~~ADMINISTRATIVE~~
~~INTERNAL USE ONLY~~

1 JUL
1975

MEMORANDUM FOR: Executive Assistant/OP

SUBJECT : Files Destroyed in 1973

STATINTL

1. The following information is submitted, apart from that Mrs. is furnishing you, regarding files destroyed in CPD during 1973:

A. Chrono copies of contracts, extensions of contracts and contract amendments. These are routinely destroyed every three months since a copy of each is retained in the CPD file of each individual.

B. PERCON machine listings. These are routinely destroyed, however, a copy of the alpha name listing by directorate is retained since PERCON was instituted in 1969. Thus the basic information in those PERCON listings destroyed has been retained in the alpha name listings.

2. No other files were destroyed in CPD in 1973.

STATINTL

Chief

Contract Personnel Division

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Retirement Affairs Division
Records Destroyed in 1973

1. Cards (records) of requests from external prospective employers for verification of employment information on EHAB's clients. These cards were two years old in 1973.
2. Individual files on pre-retirement sessions with employees, which were 18 months old in 1973.
3. External placement client files on persons whose cases had been closed for two years by 1973.
4. Chronos that were two years old in 1973.